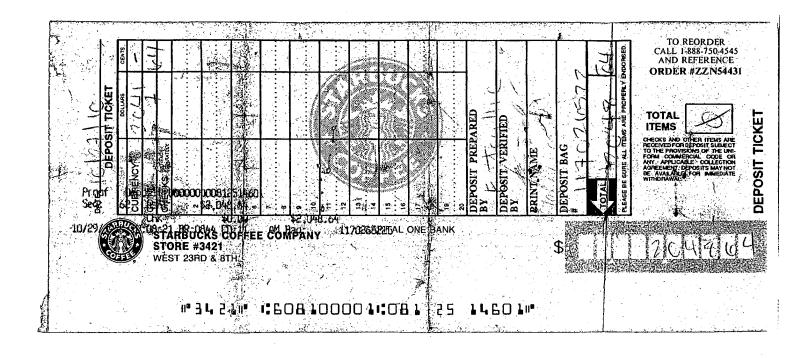
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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL≉∠



Case 1:11-cv-02521-AJN-KNF Document 50-30 Filed 05/08/12 Page 3 of 62

Cash Management Log

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	Report Store Operating Funds
Signature:	\$ Amount Entered:

	DEPOSIT INFORMATION	
Deposit Prop		Deposit to Bank
Cash Controller	Taken By Cash Controller:	UZ
Preparing Deposit:	Date to Bank:	10/28
Start Time: 11:50	Time to Bank:	
Deposit Bag #: 11 70% VS	7.7 Deposit Bag #:	11702652~
Dancel Villeges	Banking Witness:	M-de
Deposit \$: 7.0 48. 04	Bank Validated \$:	1,048,64
Completion Time: (2:3C)	Bank Validation Time:	1
Change Order \$:	Change \$ Received:	
Comments:	Comments:	

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

ms that the co initials, date and time of co departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank sect

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

	P/	ARTNER	TIP DROP LOG		
	PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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	DM Val	RIFICATION	
DM Signature:		Date Reviewed:	
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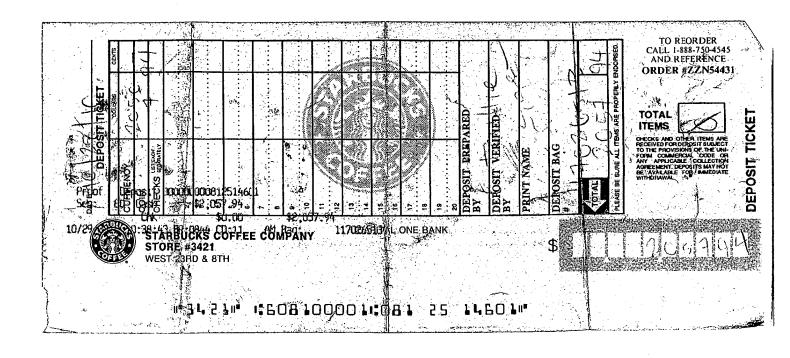
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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL®.

DISCARD UPON REMOVAL TO CASH MANAGEMENT LOG WITH VALIDATED RE

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Case 1:11-cv-02521-AJN-KNF Document 50-30 Filed 05/08/12 Page 776/182 Cash Management Log DAY- Thursday DATE-LO 128/10

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	Report Store Operating Funds
	\$ Amount Entered:
Signature:	
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Attach Vandates Copies	
D	EPOSIT INFORMATION
Deposit Prep	Deposit to Bank
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Cash Controller UZ	Date to Bank: 0 28
Preparing Deposit.	Time to Bank: 4,.40
Start Time: 12.00	Deposit Bag #: 1 (707(0513
	Banking Wilness
Caposi Willess	Bank Validated \$: 1.05 7.94
Deposit \$: US + .99	Bank Validation Time: 2:, U)
Completion Time: 12.15	Change \$ Received: 770
Change Order \$: ナカロ	Comments:
Comments:	

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P	ARTNER T	IP DROP LOG		
PARTNER#	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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DM Signature:	Date Reviewed:	
Comments:		

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DROP BAG #'S					
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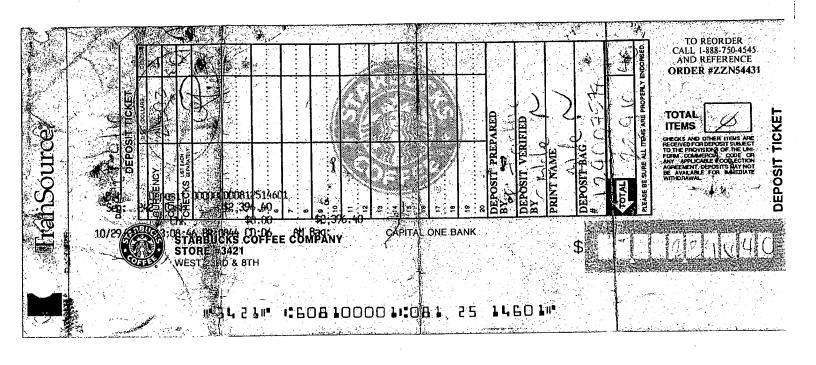
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NAME PARTNER		CC		PARTNER		СС	managed and advantage of the con-
NAME PARTNER		CC		PARTNER		СС	managed and advantage of the con-

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STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1/2 DO NOT DISCARD UPON REMOVAL

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

DRB 04290



Cash Management Log

SAFE COUNT START END START START END START END START START START END START		
NAME OPEN: 12 MID 1: MID 2: MID 3: CLO SAFE COUNT START END START END START END START TIME		
NAME OPEN: 12 MID 1: MID 2: MID 3: CLO SAFE COUNT START END START END START END START TIME		
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\$1.00 \$2.00 \$5.00 \$10.00 \$10.00 \$20.00 \$20.00 \$20.00 \$20.00 \$20.00 \$30.00 \$4 Fill Drops \$4 Fill Drops \$5 Four Fill Drops \$5 Four Fill Drops \$5 Four Fill Drops \$6 Fill Dro	00	18
Signature: Report Store Operating Funds Signature: Attach validated deposit slip/courier slip and deposit bag receipt to this sheet DEPOSIT INFORMATION Deposit of Bank Taken By Cash Controller Preparing Deposit: Date to Bank: D	78	18
\$10.00 \$2	0	
\$10.00 \$20.00 \$20.00 \$20.00 \$20.00 \$30.00 \$40.00 \$50.00	60	80
OTHER \$'s Total Change Fund JUCO JUCO # Till Drops Cust. Recov. Cert. P-Card # Tip Bags Comments: Report Store Operating Funds Signature: **Amount Entered: **Amount Entered: **DEPOSIT INFORMATION **Deposit to Bank.** **Deposit to Bank.** Date to Bank: **Date to Ba	20	26
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Cash Controller Preparing Deposit: UZ Deposit to Hank: Taken By Cash Controller: UZ Date to Bank: 10729		
Cash Controller Preparing Deposit: U Date to Bank: 10 Z		描語
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Deposit Bag #: 17.001376 Deposit Bag #: 17901376		ariin met
Decosit Winess: Baring Witness:		
Deposit \$: 7.240 · 40 Bank Validated \$: 7.39 6 · 40		
Completion Time: 7.45		
Change Order \$: N		
Comments: Comments:		

	Report Store Operating Funds	
Signature:	\$ Amount Entered:	

	DEPOSIT	INFORMATION	
	Deposit Prep		Deposit to Bank
Cash Controller	: ` ¬	Taken By Cash Controller:	UZZO
Preparing Deposit:	U E	Date to Bank:	10/29
Start Time:	12:15	Time to Bank:	1:00
Deposit Bag #:	17.0007578	Deposit Bag #:	1724007978
Deposit Witness		Banking Witness	
Deposit \$:	1,240.40	Bank Validated \$:	2396.40
Completion Time:	17:45	Bank Validation Time:	1. Co
Change Order \$:	M	Change \$ Received:	WH
Comments:		Comments:	

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	TILL AUDIT #3
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P/	RTNER	TILL AU	DIT #1		PARTNER	TILL AL	וסנ
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DM VERIFICATION					
DM Signature:	Date Reviewed:				
Comments:					

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PARTNER #:		INITIALS:	
CC WITNESS (ma	ndetory):	TIME:	
DROP BAG #'S:			
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*Witness on tip drop removals must be the scheduled cash controller

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STARBUCKS COFFEE COMPANY DEPOSIT RECORD DO NOT DISCARD UPON REMOVAL

3525 \$ 355 STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT

DATE

DRB 04294

Case 1:11-cv-02521-AJN-KNF Document 50-30 Filed 05/08/12 Page 14 of 62

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	Report Store Operating Funds
Signature:	\$ Amount Entered:
<u></u>	Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOSI	T INFORMATION	
Disposit Prop	Deposit o Bank	
Cash Controller 7 1 0	Taken By Cash Controller:	
Preparing Deposit: Swall Logers	Date to Bank:	
Start Time: 1'04	Time to Bank:	
Deposit Bag #: 129 60 74 77 17	Deposit Bag #:	
Deposit Villiers	Banking Witness:	1
Deposit \$: 25 3 5 . 43	Bank Validated \$:	
Completion Time: 1:30	Bank Validation Time:	
Change Order \$:	Change \$ Received:	
Comments: (-9.00) only 6 bags for 9 or so	Comments:	

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P/	ARTNER	TIP DROP LOG	_		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:	
VEGA!	11	52179470	FB	4530	M
1100	<u>M</u>	52179471	16	1.791	ί.
155/2M	VV	82179472	Et-	11:58/	nı
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DM Signature:	Date Reviewed:	
Comments:		

PARTNER #:		INITIALS:	
CC WITNESS (mand	atory):	TIME:	
DROP BAG #'S:		i'	
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				UNICATIONS	Filed 05/08/12		
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PARTNER	DROP BAG#	CC	TIME	PARTNER NAME	DROP BAG #	CC INITIALS	TIME
NAME	10140324	INITIALS	3:空	IAMIAIT			
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PARTNER	DROP BAG#	СС	TIME	PARTNER	DROP BAG #	CC INITIALS	TIME
NAME	5/41001	INITIALS	11:07	() mame	5681849		5:30
Ghen Dovi o	565 1851	PNAT		L VYYVVY			
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ECICTED 2-1			L DROP LOG	REGISTER	3 BOTTOM	TIL	L DROP
EGISTER 3 1	DROP BAG #	CC	TIME	PARTNER	DROP BAG #	CC	TIM
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PARTNER	DROP BAG #	CC	EDROP LOG TIME	PARTNER	DROP BAG #	cc	TIM
	- 24,	INITIALS		NAME		INITIALS	†
NAME	1		. 1				+
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29007576

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: $\$ \angle 56$ DO NOT DISCARD UPON REMOVAL

STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

DAY- Synday DATE - 10 1311 10

				SAF	E COUN	Τ				
NAME	OPEN:	ne to	MID 1:		MID 2:	-	MID 3:		CLOSE: ()	2
SAFE COUNT	START	END	START	END	START	END	START	END	ŞTART	END
TIME	Gilo	237							2:00	11 V
\$0.01	3.	5						_	27	0
\$0.05	0	Ø							8	6
\$0.10	45	95				<u> </u>	<u> </u>		95	45
\$0.25	90	90							90_	10
\$1.00	192	217					<u> </u>	<u> </u>	217	105
\$2.00	Ø	10					<u> </u>		1.6	8
\$5.00	180	745				<u> </u>	 	ļ	1745	340
\$10.00	740	430						ļ	430	170a-
\$20.00	1100	820		↓		ļ		ļ	820	聲1400
OTHER \$'s	0	0			ļ	ļ		 	1000	2000
Total Change Fund	2400	2400			ļ		-	<u> </u>	2400	2400
# Tills/Total \$	-1020	OX			<u> </u>		-	 	0	4000
# Till Drops	1000	5			<u> </u>		 		lour	lan
Cust. Recov. Cert.	52	52		1	L	36734	Y/N	- X (N)	57	57
P-Card	(A)(H)	Y/N	Y/N	Y/N	Y/N	Y/N	1 Y/N	Y/N	Y /(N)	YIN
# Tip Bags	LUT	10		1		<u> </u>	 		LOCK	Tan
Comments:									1	
, L					<u></u>				<u> </u>	
			1	Report Stor	o Operatir	a Funds				
0:			<u>`</u>	report Stor	e Operatii	T	unt Entered			
Signature:	L							<u> </u>		
J	Attac	ch validate					g receipt to	this sheet		
·				DEPOSIT	INFORM	IATION		Processing and a second of the Pro-	Desperate Albertan	
	Deposit F	Тер					Deposit	to Bank		
Cash Controller					Taken B	y Cash Controlle	r.		and the second	Mennengan da
Preparing Deposit:	1- No	H Kee	yers			Date to Bank				
Start Time:	11:70	1 - /			 	Time to Bank				
Deposit Bag #:	1290	7757	109		<u> </u>	Deposit Bag #				
Deposit Wilness	î h				В	inking Witness				
Deposit \$:	2563	37			Ва	nk Validated \$):			
9	17:13	.=			Bank \	alidation Time	1:			
Completion Time:	1 100 - / \)									
Completion Time: Change Order \$: Comments:	18.70	d to avd			Char	ge \$ Received	l:			

			Repo	rt Stor	e Operat	ng Fur	nds					
	Signature:					\$		nt Entere	d:		 	
. '		 								 		

	DEPOSIT	INFORMATION	
	Deposit Prep		Debčsit to Bank
Cash Controller	2 110	Taken By Cash Controller:	
Preparing Deposit:	Frett Kegers	Date to Bank:	
Start Time:	11:70	Time to Bank:	
Deposit Bag #:	1290075769	Deposit Bag #:	
Deposit Witness		Banking Witness	
Deposit \$:	2545.737	Bank Validated \$:	
Completion Time:	12:13	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments: (- 28	.83) had to audit I top ble it wasn't, dropped from last night	Comments:	

Deposit Witness confirms that co initials, compleyor time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

PARTNER	TILL AUDIT #1
Store Manager:	3 Safe
Date:	10101/10
Partner Name:	Andrea
Register ID	
Over/Short \$:	+ 279.98
Comments:	Never dropped
At 81516.	from yesterday

	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

INITIALS:

G	PARTNER	TIP DROP LOG	*	
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1690769	F.B.	52179473	Wu.	6.820
155 Fg	177	521794174	8/	11'0

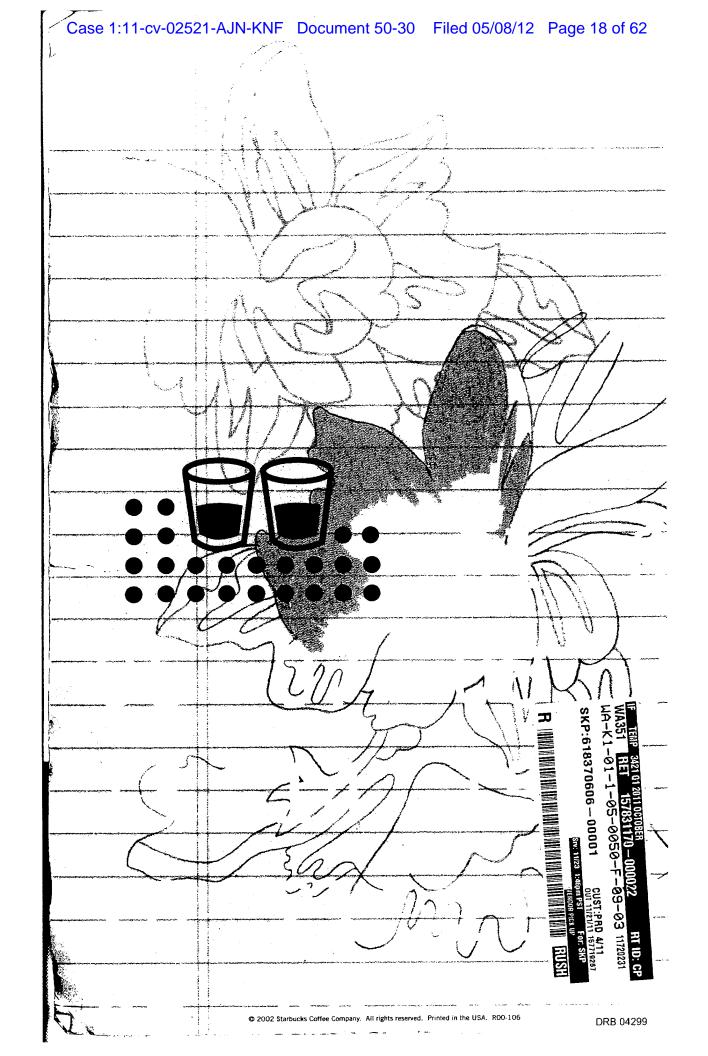
CC WITNESS (mandatory):	TIME:	
DROP BAG #'S:	······································	
1		

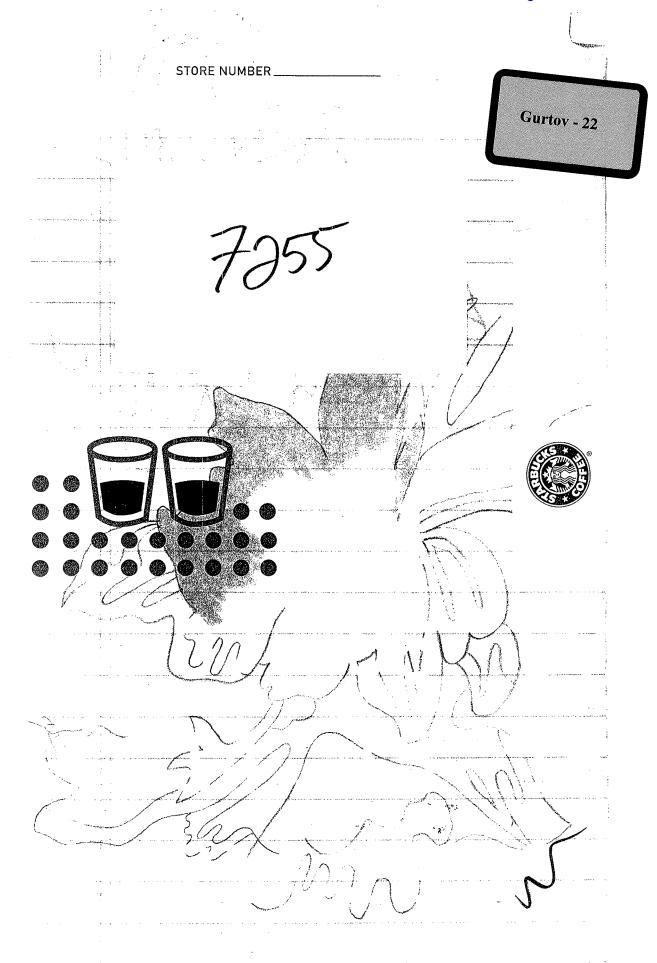
PARTNER TIP REMOVAL (weekly)

PARTNER #:

E	M VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

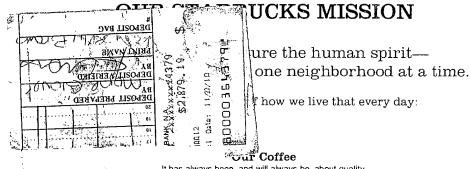
*Witness on tip drop removals must be the scheduled cash controller.





STORE NUMBER _____





It has always been, and will always be, about quality.
We're passionate about ethically sourcing the finest coffee beans,
roasting them with great care,
and improving the lives of people who grow them.
We care deeply about all of this; our work is never done.

Our Partners

We're called partners, because it's not just a job, it's our passion.

Together, we embrace diversity to create a place where each of us can be ourselves.

We always treat each other with respect and dignity.

And we hold each other to that standard.

Our Customers

When we are fully engaged,
we connect with, laugh with, and uplift the lives of our customers—
even if just for a few moments.

Sure, it starts with the promise of a perfectly made beverage, but our work goes far beyond that.
It's really about human connection.

Our Stores

When our customers feel this sense of belonging, our stores become a haven, a break from the worries outside, a place where you can meet with friends. It's about enjoyment at the speed of life—sometimes slow and savored, sometimes faster.

Always full of humanity.

Our Neighborhood

Every store is part of a community, and we take our responsibility to be good neighbors seriously. We want to be invited in wherever we do business. We can be a force for positive action—bringing together our partners, customers, and the community to contribute every day. Now we see that our responsibility—and our potential for good—is even larger. The world is looking to Starbucks to set the new standard, yet again. We will lead.

Our Shareholders

We know that as we deliver in each of these areas, we enjoy the kind of success that rewards our shareholders. We are fully accountable to get each of these elements right so that Starbucks—and everyone it touches—can endure and thrive.

Onward.



HELPLINE AND EMAIL REFERENCE GUIDE

X 3 8 1	STORE OPERATION	ONS
Accounts Payable	APCustomerCare@starbucks.com (888) 796-5282 ext. 20631-84307	Questions regarding invoices and payment status
Enterprise Help Desk (EHD)	(888) 796-5282 ext. 1	All POS/MWS computer system related issues, IT hardware, software, network, telephone
Entertainment Support Desk (ESD)	(888) 796-5282 ext. 1	For 32" LCD screen, Black Box, "Now Playing" equipment stores
Facility Contact Center (FCC)	(877) 728-9349	Brewing, grinding, Alarm System, Safe, Drive Thru headsets, and building facility issues (i.e. roof leaks, parking lot, landscaping)
Inventory	retinv@starbucks.net (888) 796-5282 ext. 20631-88441	Questions regarding cycle counts, coffee counts, full inventories and P&L inventory adjustments
Licenses and Permits	(888) 796-5282 ext. 20631-88705	Questions regarding licenses or permits
Play Network Customer Service	(888) 567-PLAY	Order CDs if necessary for overhead play
Promo/Operations Hotline	(888) 796-5282 ext. 50000-51184 option 3	Requests for promotional materials (Workbook, Siren's Eye, training materials, job aids), Daily Records Books and Duty Roster Notebooks. Questions regarding Siren's Eye, operational issues, products, beverages, or Hear Music.
Purolator Shipping Labels	(800) 326-4963 ext. 4240 (CN)	Order preprinted shipping labels for mailpack to the SSC (CN)
Retail Accounting	RetAcct@starbucks.net	Questions regarding P&L
Sales Audit	SalesAudit@starbucks.net	Questions regarding banking issues and overs/shorts
Sales Reporting Hotline	(888) 796-5282 Ext. 20631-87400	For questions from a landlord or mall office representative requesting store sales information
Signage	Preferred: signage@starbucks.com Back up: (888) 796-5282 ext. 20631-84782	Requests for promotional signage, Drive thru and interior menu inserts, pastry signage, non-SKU'd core signage and POS transaction policy stickers
Starbucks North America Voicemail (SNA VM)	(888) 729-5656	Field and support partner access
N 1	EMERGENCIES AND SE	CURITY
Emergency Communications	(800) 923-BEAN [2326] ext. 2	Message board used for unexpected emergencies and information
Global Security Operations Center - GSOC	(888) 796-5282 ext. 85400	Report non-emergency and emergency security incidents
Risk Management/Quality Assurance	(888) 796-5282 ext. 3	Report damage to store property, work-related injuries, and customer incidents
Product Quality Hotline	(888) 796-5282 ext. 3, option 3	Report specific product quality issues
	PAYROLL AND PARTNER R	ESOURCES
Canadian Benefits Centre	(866) 821-7913	To enroll or review your Benefit selections and RRSP contribution
Employee Assistance Program	(800) 327-5564 (U.S.) (800) 268-5211 (CN)	For assistance with personal issues and services to help balance work and life
Partner Contact Center (PCC)	(866) 504-7368	Questions regarding pay- related issues, reporting partner injuries, benefit inquiries and direct deposit assistance Canada only - contact for personal information and direct deposit changes
JS Benefits Center	(877) SBUX-BEN [7289-236]	To enroll, review elections, and make changes to Benefits
Partner Self Service/My Partner Info	Store Portal	View/update personal information including direct deposit, sick/vacation time, address, emergency contact, W-4
	CORPORATE COMPLIA	ANCE
Business Conduct Helpline	(800) 611-7792 (866) 614-0760 – French-speaking partners	One of several ways that partners may ask questions or report concerns regarding Business Code of Conduct

The following is the only information that may be provided to customers.

	CUSTOMER S	ĖRVICĖ
Customer Relations	(800) 23-LATTE [52883]	Store locations, donation requests, customer comments and guestions, and equipment returns
Investor Relations	(888) 796-5282 20631-87118	Starbucks stock information.
Media Relations	(206) 318-7100	Starbucks media inquiries
Starbucks Internet website	Starbucks.com	Company information, Starbucks Card, nutritional information, job postings, etc.
Starbucks Card	(800) 782-7282	Questions regarding Starbucks Card

DAILY RECORDS BOOK

Use of the Daily Records Book (DRB)

This monthly book is used to record daily store information and is divided into weekly tabs for quick reference.

Retention and Destruction

For security and legal compliance, the Daily Records Book must remain in store for six months and then be returned for long-term storage and destruction. Every six months you will receive communication requiring all DRBs older than six months to be boxed up and returned using an online return or pre-addressed mailing label. This ensures retention of legally required payroll documents that are included in the DRB.

Calendar

The Daily Records Book contains the Fiscal Year Calendar to use for planning and recording store events.

Checklists and Logs

- Paid Out Log is a monthly log located behind the Paid Out tab and is designed to ensure all paid outs are
 recorded and approved. This log should be reconciled weekly by the store manager.
- Emergency Wage Advance Log is a monthly log designed to record all emergency wage paid outs.
- Store Repair and Maintenance Tracking Log is a monthly log located in the front of the DRB and is
 designed to track calls made to the Enterprise Help Desk, Facility and Service Desk and the Facility Contact
 Center.
- Punch Communication Log, Borrowed Partner Log, and Paid Time Off Log are located at the end of the
 book under the Time and Attendance tab. Use these logs to record key time and attendance information using
 the policies and procedures on the Time and Attendance tab.

Weekly Tabs

The following information is included in each Weekly Tab section:

- Store Partner Pages: a flexible tool to capture store information in one easy-to-reference place.
 - Store Communication ~ communicate voicemail, email and barista need-to-know information for all store partners.
 - Partner Till Drop Log ~ all partners with assigned tills must complete this section using the
 policies and procedures behind each Weekly tab.
 - Safe Count, Change Bank Reconciliation, Deposit, and Partner Till Audit ~ for details refer to the policies and procedures behind each Weekly tab.
 - Partner Tip Drop Log ~ use this log to track all tip bags dropped into the safe on a daily basis.
 - Partner Tip Drop Removal ~ use this space to track tip bags being removed from the store safe on a weekly basis.

Miscellaneous

- Sales Audit Envelope ~ for credit card slips, refunds, voids and gift certificates.
- P-Card/Paid Out Envelope ~ for all P-Card, Paid In and Paid Out receipts.

This book is the property of Starbucks Coffee Company.

The materials in this book should not be reproduced and should not be used by anyone other than an authorized Starbucks partner.

Keep book secured when not in use.



FISCAL YEAR 2011

	OCT	OBER	, PERI	OD 1-	FY,	11			
	10/4/10-10/31/10								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
week 1	4	5	6	7	8	9	10		
week 2	11	12	13	14	15	16	17		
week 3	18	19	20	21	22	23	24		
week 4	25	26	27	28	29	30	31		

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4/4/11-5/1/11									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
week 27	4	5	6	7	8	9	10		
week 28	11	12	13	14	15	16	17		
week 29	18	19	20	21	22	23	24		
week 30	25	26	27	28	29	30	1		

NOVEMBER, PERIOD 2—FY '11								
	11/1/10-11/28/10							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
week 5	1	2	3	4	5	6	7	
week 6	8	9	10	11	12	13	14	
week 7	15	16	17	18	19	20	21	
week 8	22	23	24	25	26	27	28	

MAY, PERIOD 8—FY '11									
5/2/11-5/29/11									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
week 31	2	3	4	5	6	7	8		
week 32	9	10	11	12	13	14	15		
week 33	16	17	18	19	20	21	22		
week 34	23	24	25	26	27	28	29		

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		11/	29/10-	-1/2/1	1		
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
week 9	29	30	1	2	3	4	5
week 10	6	7	8	9	10	11	12
week 11	13	14	15	16	17	18	19
week 12	20	21	22	23	24	25	26
week 13	27	28	29	30	31	1	2

JUNE, PERIOD 9—FY '11										
	5/30/11-7/3/11									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
week 35	30	31	1	2	3	4	5			
week 36	6	7	8	9	10	11	12			
week 37	13	14	15	16	17	18	19			
week 38	20	21	22	23	24	25	2 6			
week 39	27	28	29	30	1	2	3			

	JANUARY, PERIOD 4—FY '11									
1/3/11-1/30/11										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
week 14	3	4	5	6	7	8	9			
week 15	10	11	12	13	14	15	16			
week 16	17	18	19	20	21	22	23			
week 17	24	25	26	27	28	29	30			

	JULY, PERIOD 10—FY '11									
	7/4/11-7/31/11									
	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
week 40	4	5	6	7	8	9	10			
week 41	11	12	13	14	15	16	17			
week 42	18	19	20	21	22	23	24			
week 43	25	26	27	28	29	30	31			

	FEBR	FEBRUARY, PERIOD 5—FY '11									
		1/31/11-2/27/11									
	Mon Tue Wed Thu Fri Sat Sun										
week 18	31	1	2	3	4	5	6				
week 19	7	8	9	10	11	12	13				
week 20	14	15	16	17	18	19	20				
week 21	21	22	23	24	25	26	27				

	AUGUST, PERIOD 11—FY '11										
	8/1/11-8/28/11										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun				
week 44	1	2	3	4	5	6	7				
week 45	8	9	10	11	12	13	14				
week 46	15	16	17	18	19	20	21				
week 47	22	23	24	25	26	27	28				

	MARCH, PERIOD 6—FY '11										
	2/28/11-4/3/11										
	Mon Tue Wed Thu Fri Sat Sun										
week 22	28	1	2	3	4	5	6				
week 23	7	8	9	10	11	12	13				
week 24	14	15	16	17	18	19	20				
week 25	21	22	23	24	25	26	27				
week 26	28	29	30	31	1	2	3				

	SEPTEMBER, PERIOD 12—FY '11										
	8/29/11–10/2/11										
Mon Tue Wed Thu Fri Sat Sun											
week 48	29	30	31	1	2	3	4				
week 49	5	6	7	8	9	10	11				
week 50	12	13	14	15	16	17	18				
week 51	19	20	21	22	23	24	25				
week 52	26	27	28	29	30	1	2				

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen. Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

- 1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- 2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

- Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- Count down combined funds from till and drop box using cash scale in cash calculator mode.
- Remove funds in excess of opening fund amount, leaving opening fund amount in till. 3.
- Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt
- Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

- Record CC initials and start or end count time on the Safe Count Log.
- 2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

- Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- Record deposit \$, deposit bag # and completion time.
- Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

- 1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
- Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week

- Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit 2. is prepared.
- Secure till with verified opening fund in POS drawer or safe.
- Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"

- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- 3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- Record date on tip drop bag.
- Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- Secure tip drop bag in inner compartment of safe, behind door 2
- Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

- Remove tip drop bags from inner compartment of safe (cash controller).
- 2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with eash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792 (866/614-0760 for French-speaking partners).

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DAY- Monday DATE - 11 11 10

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				SAF		<u>†.</u>		•	,	
NAME	OPEN:	more	MID 1: Da	vici	MID 2:		MID 3:		CLOSE: >	ievus
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
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\$20.00	12.20	1440	1460	300				300	180	300
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Total Change Fund	0081	1809	1806	1827					1827	1827
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# Till Drops	TL	4	4	25					78	10
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P-Card	(Y)N	(Q) N	(Ø) N	(V) N	Y/N	Y/N	Y/N	Y/N	(V)N	(Ý)/ N
# Tip Bags	12_	910	10	ナム				<u> </u>	8	8
Comments:		٠.							21	Byer

.		Report Store Operating Funds
	Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

. 8	DEPOSIT	INFORMATION	
	Deposit/Prep / 1971		Deposit to Bank
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:	9//	Date to Bank:	11/10
Start Time:	L'eo.	Time to Bank:	3/n
Deposit Bag #:	12900 78744	Deposit Bag #:	140015744
Deposit Witness:		Banking Witness	(A)
Deposit \$:	726476	Bank Validated \$:	2584-36
Completion Time:	-340h	Bank Validation Time:	73/2
Change Order \$:	1700	Change \$ Received:	1700
Comments: (279/St	~.36	Comments:	

Deposit Witness' confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	D.Smp
Date:	11m/IP
Partner Name:	Rener 12
Register ID	7. B.K
Over/Short \$:	1/72
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
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	DM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTNER #:	INITIALS:	
CC WITNESS (mandalory):	TIME:	
DROP BAG #'S:		

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Case 1:11-cv-02521-AJN-KNF Document 50-30 Filed 05/08/12 Page 29 of 62 Cash Management Log
DAY. TWISDOM DATE - 11 / 2/10

				SAF	E COUN	IT :				1 3
NAME	OPEN: M	200	MID 1:		MID 2:		MID 3:		CLOSE:	Tomis
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	517m	12:30	23	4:00					6:0821	11:0074
\$0.01	4	4	4	J					3.	0
\$0.05	20	20	20	18					18	8
\$0.10	IS	75	15	10					10	δ
\$0.25	40	40	40	20					70	8
\$1.00	213	213	213	193					193	129
\$2.00	Ø	D	0	98					18	8
\$5.00	1005	03	1005	405					605	405
\$10.00	210	210	216	150					150	16d
\$20.00	320	310	320	800					800	1880
OTHER \$'s	Ø	D	0	0				1	8	8
Total Change Fund	1827	1827	1827	1199]	1799	17800
# Tills/Total \$	40200	19	0	0					0	(S)
# Till Drops	72	125	5	0					8	Ø
Cust. Recov. Cert.	0	0	0	Ø					D/	Ø
P-Card	(Ŷ <i>I</i>)N	(Y/N	(Y)/ N	Ø N	Y/N	Y/N	Y/N	Y/N	(V) N	Ø/N
# Tip Bags	TL	9	9	Ø					0	8
Comments:			6 P·						20	Short

148	Report Store Operating Funds
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

		DEPOSIT	INFORMATION				
	Deposit Prep.			Depos			
Cash Controller	01/1		Taken By Cash Controller:	(V/II	TA.	, , ,	
Preparing Deposit:	K K K	·	Date to Bank;			Malle	2
Start Time:	12	130	Time to Bank:	9:	10	11-78-	
Deposit Bag #:	12,900 75 736	2	Deposit Bag #:	12900	175 7	3G	
Deposit Witness:	1 Helm Wite		Banking Witness	子位达	olu	Ve-	
Deposit \$:	227259		Bank Validated \$:	250	J9 (<i>y</i>	
Completion Time:	11 20		Bank Validation Time:		20		
Change Order \$:	120		Change \$ Received:	A -			
Comments:			Comments:				

^{*}Deposit Witness confirms that cc igitials, completion time, deposit slip amount and seated deposit bag # are accurately recorded in Deposit Prep section.

date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	Jant
Date:	11/1/11
Partner Name:	Trong here
Register ID	Ref C
Over/Short \$:	11/1/6
Comments:	
	(1)

Store Manager:	TILL AUDIT #2
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P/	ARTNER	TIP DROP LOG		
PARTNER#	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1/94004	TS	48119/99	2	10.0040
			· .	

	DM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTI	VER TIP	REM	OVAL (w	eekly) 🚟
PARTNER #:	14903	24	INITIALS:	NIS
CC WITNESS (ma	ndatory):		TIME:	2pm
DROP BAG #'S:				
481191	91	-481	19198	j
4811910	13		9200	q
481191			119190	
481191			19192	
481191	88	48	11919(0
48119	194			

"Witness on tip drop removals must be the scheduled cash controller

	STORE COM	MUNICATIONS
DAY -	n en	DATE -
Popular Company		
1		
		,
		· .
		tob/-(36.85)
REGISTER 1 TOP	TILL DROP LOG	REGISTER 1 BOTTOM TILL DROP LOG PARTNER DROP BAG # CC TIME
PARTNER DROP BAG #	CC TIME INITIALS	NAME INITIALS
tholy (1.09) 12555677	DH 3D	Sugno 659 12 5552 6 50 11:05
(10),) 30		
PARTNER , DROP BAG #	THE TIME	RECISTER 2 EQUITOM STREET OF TIME
NAME	INITIALS	NAME INITIALS Fernando (17755683 ST 6.52
Natalel 12555679	57 6.54	72/10/20 (3/10)3 043 3
1,59	i i	
DECISTED 2 TOD		REGISTER 3 BOTTOM TILL DROP LOG
REGISTER 3 TOP PARTNER NAME DROP BAG #	CC TIME INITIALS	PARTNER DROP BAG # CC TIME NAME INITIALS
NAIVIE	INTIALS	Wachov to
		Wells area & 15th Street
72		Ninth Avenue York
. 22		DEPOSIT TO ACCT# 2xxxxxxxx4379 \$2,535.84
S TOTAL STATE OF THE STATE OF T	1001010101010101010101010101010101010101	AMOUN \$2,535.84
12900757 FR DROP BAG#	CC TIME INITIALS	Cash In 11.03/10 00192 0061 # 0000155
_		
F	-	

Cash Management Log
DAY-TOCKING DATE-11 13 150

				SAF	E COUN	T				
NAME	OPEN: M	00P	MID 1:TX	nul	MID 2:		MID 3:		CLOSE: 5	CV9 TO
SAFE COUNT	START	END	START	END	START	END	START	END	START	ENØ
TIME	SAM	12:1S0	12/3	536					6:00	10:30
\$0.01	Ø	0	0						7	7
\$0.05	8	8	8	20				<u> </u>	710	1826
\$0.10	Ø	Ø	0	70						60
\$0.25	10	0	0	110				<u> </u>	118	100
\$1.00	147	1971	147	158					143	148
\$2.00	450	80:	0	9						
\$5.00	HOO)405	405	405	1120					1060	200
\$10.00	1100	160	160	190			1		190	200
\$20.00	1020	1020	1080	120			<u> </u>		750	200
OTHER \$'s	0	Ø		0					0_	
Total Change Fund	1200	1300	1800	1801					150)	1/801_
# Titls/Total \$	40200	0	\bigcirc	0		ļ			HU	14/200
# Till Drops	TL		\$2	0	<u> </u>	<u> </u>	<u> </u>		Ti	174
Cust. Recov. Cert.	Ø	Ø	10	0.		<u> </u>		ļ <u>.</u>	U	
P-Card	YN	Y (N)	(A) N	NA	Y/N	Y/N	Y/N-	Y/N	(Y) N	(Y)/N
# Tip Bags	\mathcal{I}	2	2	TL					70	170
Comments:										

۱		Report Store Operating Funds
,	Signature:	\$ Amount Entered:
. '	<u></u>	Attach validated deposit slip/courier slip and deposit bag receipt to this sheet
_	×	DEPOSIT INFORMATION
-		Deposit Rrep Deposit to Bank

				DEPOSIT	INFORMATION				
70% 336		Deposit R	rep			Depo	sit to Bank		
. —	Cash Controller	-	1		Taken By Cash Controller;	イゼ	rus	9	
Р	reparing Deposit	i-2,}_	Hube	\searrow	Date to Bank:		1310		
-	Start Time:	12	5	\rightarrow	Time to Bank:	ZAM	,,		
_	Deposit Bag #:	40	112900	575728-	Deposit Bag #:	128	b0/7:	57265	•
- 1	Deposit Witness:				Banking Witness	112			Torran
	Deposit \$:	7)7	35.84		Bank Validated \$:	V	735.8	Y	<u>/</u>
-	Completion Time:	124	1		Bank Validation Time:	\overline{v}	122		/
!	Change Order \$:	,	8		Change \$ Received:		7		l .
) —	omments:				Comments:				

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Wilness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

-	PARTNER	TILL AUDIT #1	
	Store Manager:	5 SNAC	
	Date:	Dufully	
"	Partner Name:	11/5/20	ا
,	Register ID	'n Baston	
e-02	Over/Short \$:	1.18	
	Comments:	1760	Ī

DM Signature: Comments:

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Park Albert	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1647960	51	48118952	WA	11.9
46 4 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	יום ייי	VERIFICATION	150 S. C.	
DM Signature:	· · · · · · · · · · · · · · · · · · ·	Date Reviewe		

PARTI	IER TIP R	EMOVAL (wee	kly)
PARTNER #:		INITIALS:	
CC WITNESS (ma	ndatory):	TIME:	
DROP BAG #'S:	1		

*Witness on tip drop removals must be the scheduled cash controller.

DAY			E//uli	of the out	10 pm,
PARTNER NAME (AND)	DROP BAG# CO INITH 12556210 DA	TIME	EGISTER 1 E PARTNER MAME	prop bag #	TILL DROP LOG CC TIME INITIALS
PARTNER NAME David Danne REGISTER 3 T PARTNER NAME	DROPBAG# CC INITIA 12SSSQT DH 12SSCDCSING	TILL DROP LOG R	PARTNER NAME CLOUD EGISTER 3 E PARTNER NAME	DROP BAG #	TILL DROP NOG CC TIME INITIALS DH Spru
- ID 260 erence 260	Name Deposit	State Finalized Amount 359.32 581.47 579.46 85.85 245.74 413.67	Current Bal	Wells Farso Bank, N.A. Ninth Avenue & 15th Street New York	DEPOSIT TO ACCT# 2xxxxxx4379 AMOUNT \$2,265.51 cash In \$2,265.51 11/05/10 00192 0058 # 000020 Time: 04:23 FH

33, 31.	1.7			SAF	E COUN	T ·				
NAME	OPEN	ens.	MID 1: 5		MID 2:		MID 3:		CLOSE:	annue)
SAFE COUNT	START	END	START	END	<u>S</u> TART	END	START	END	START	END
TIME	5:0040	11:07	1/107	57/5					515	1219
\$0.01	1 7	1, 1		1//						9
\$0.05	26	18	18	18					18	انک
\$0.10	60	30	32	30					.30	15
\$0.25	100	0		Z 00					200	170
\$1.00	148	140	147	ar					92	110
\$2.00	Ø	8		6			<u> </u>		0	0
\$5.00	1060	900	900	11090			<u> </u>		1090	1995
\$10.00	200	730	210	140			<u> </u>	<u> </u>	240	2.30
\$20.00	700	480	480	120			<u> </u>		120	160
OTHER \$'s	Ø	X	D	-Q5T					<u>Q</u>	0
Total Change Fund	[80]	(801	1801	180				<u> </u>	180	1801
# Tills/Total \$	4/200	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	0	1e2_			<u> </u>		1-0	0
# Till Drops	Ø	6	1	ITL			<u> </u>	<u> </u>	17-	
Cust. Recov. Cert.	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	0	0	1-0		ļ	<u></u>			9
P-Card	(Y) N	ØĬN	(X)/ N	(Y) N	Y/N	Y/N	Y/N	Y/N	(Ŷ)N	€)N
# Tip Bags	Ø	3	7	<u> </u>		<u> </u>	<u> </u>	<u> </u>	114	112
Comments:	,									

Signature: \$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

		INFORMATION		
	Deposit Preps	Section 1	Deposit to Pank	
Cash Controller		Taken By Cash Controller:		
Preparing Deposit:	Old State of the S	Date to Bank:	1 de H	14/10
Start Time:		Time to Bank:	2005	
Deposit Bag #:	124075710	Deposit Bag #:	12907-157	/Q
Deposit Witness:		Banking Witness:	Link	
Deposit \$:	716851-	Bank Validated \$:	727	6051
Completion Time:	11:45 m	Bank Validation Time:	4:23	
Change Order \$:	1150	Change \$ Received:		
Comments:	10	Comments:	τ-ν	
		ļ		

^{*}Deposit Witness confirms that co mitials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

^{**}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

I	PARTNER	TILL A	UDIT #1
I	Store Manager:	D. Cu	Ar
I	Date:	,	11410
I	Partner Name.	h-	1. 7 Bolls
I	Register ID	BW	9 1 17
I	Over/Short \$:		<u>, , , , , , , , , , , , , , , , , , , </u>
Ì	Comments:		110

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

I	(184) P/	ARTNER	TIP DROP LOG		
	PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
ĺ	1490324	NS	48118953	313	1:700
	15/14989	101	44118954	JS	なった
	11011017	7	1-11-1-7		

A NAME TO A SECTION OF THE SECTION O	. DM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTNER	TIP REMOVAL (weekly)							
PARTNER #:	INITIALS:							
CC WITNESS (mandatory):	TIME:							
DROP BAG #'S:								

GISTER 2 10 P TILL DROP LOS PARTNER NAME NAME CC TIME NAME NAME NAME CC TIME NAME NAME NAME NAME PARTNER DROP BAG # CC TIME NAME NAME NAME NAME PARTNER DROP BAG # CC TIME NAME NAME NAME PARTNER	DAY	-			MUNICATIONS DATE -		
GISTER 1 TOP PARTNER NAME PARTNER PAR							
GISTER 1 TOP PARTNER OROP BAG # CC TIME NAME AME 149				······································			
GISTER 1 TOP PARTNER NAME PARTNER PAR					<u> </u>		
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GISTER 1 TOP PARTNER NAME PARTNER PAR					#		
PARTNER DROP BAG # CC TIME NAME		·		1 1000000000		•	
PARTNER DROP BAG # CC TIME NAME NAME NITIOLS TO DEPOSIT FINALIS TIME NAME DROP BAG # CC TIME NAME NAME DROP BAG # CC TIME NAME NAME NAME NITIOLS TO DEPOSIT FINALIS TIME NAME NAME NAME NAME NITIOLS TIME NAME NAME NAME NITIOLS TIME NAME NAME NAME NAME NITIOLS TIME NAME NAME NAME NITIOLS TIME NAME NAME NAME NITIOLS TIME NAME NAME NAME NAME NAME NITIOLS TIME NAME NAME NAME NAME NAME NITIOLS TIME NAME NAME NAME NAME NAME NAME NAME NA							
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PARTNER DROP BAG # CC TIME NAME	GISTER 1 T	OP	TIL	L DROP LOG	REGISTER 1	BOTTOM	TILL DROP LO
C	PARTNER	1	CC		PARTNER		CC TIME
CISTER ATOP PARTNER DROP BAG # CC TIME NAME NAME PARTNER DROP BAG # CC TIME INITIALS TOTAL (Q.17) TOTAL (Q.17) TOTAL (Q.3) DAVID 779 TOTAL (Q.3) TOT		1412068		1/2-2	Andraw (53		31.50
CHSTER ATOP PARTNER DROP BAG # CC TIME INITIALS ALICO(CI) DSTG(AS CC) TIME INITIALS TOTAL (Q.3) DSTG(AS CC) TIME TOTAL (Q.3) DSTG(AS CC) TIM	Top (0.06)	12556199	37	4730	2.Hom	12556197	87 4140
PARTNER DROP BAG # CC TIME INITIALS PARTNER NAME PARTNER DROP BAG # CC TIME INITIALS PARTNER NAME PARTNER DROP BAG # CC TIME INITIALS TOTAL (Q.07) 75.7 (Q.00) TOTAL (Q.3) 125.6 (Q.00) PARTNER NAME PARTNER NAME PARTNER NAME PARTNER NAME TOTAL (Q.3) 125.6 (Q.00) PARTNER NAME PARTNER	Jaser 1	10536 000	_ <i>_</i> \	12502			
PARTNER DROP BAG # CC TIME INITIALS PARTNER NAME NAME PARTNER DROP BAG # CC TIME INITIALS PARTNER NAME NAME NAME NAME PARTNER DROP BAG # CC TIME INITIALS TOTAL (Q.0.7) TOTAL (Q.3) TOTAL (Q.	:						
PARTNER DROP BAG # CC TIME INITIALS PARTNER NAME PARTNER DROP BAG # CC TIME INITIALS PARTNER NAME PARTNER DROP BAG # CC TIME INITIALS TOTAL (Q.07) 75.7 (Q.00) TOTAL (Q.3) 125.6 (Q.00) PARTNER NAME PARTNER NAME PARTNER NAME PARTNER NAME TOTAL (Q.3) 125.6 (Q.00) PARTNER NAME PARTNER		v to said most visite	endra terr		to the last the design and the last		
Continued Cont					Chambers in Consent and common assessment	energy and are very many than a probability and tacking the best of	
Continued Cont			INITIALS	C. 10		7 10	
CISTER 3 TOP		(327 P(10)	\rightarrow	10-00	Dan(a11.17	103 6196	30 6.03
PARTNER DROP BAG # CC TIME PARTNER SAME NAME	<u> </u>				Total (9.3)	1256/70	B 700
PARTNER DROP BAG # CC TIME PARTNER SAME NAME				1			
PARTNER DROP BAG # CC TIME PARTNER SAME NAME						• }	
NAME						BOTTOWN	711 300010
Deposit Finalized Deposit Finalized Deposit Finalized Deposit	PARTNER NAME	DROP BAG #	CC INITIALS	TIME			
261 - Starting Till Cash 441.79	ત હવુ	Name					«
261 - Starting Till Cash 441.79			t	F	inalized		eet 437
261 - Starting Till Cash 441.79	57		Item			, z	Stree xxxx4 ,498.
261 - Starting Till Cash 441.79	07	256 - Starting Till				Sank of of ank,	cxxx e #2
261 - Starting Till Cash 441.79	90					ia E	4 2x # 2x # 2x # 2x # 2x # 2x
261 - Starting Till Cash 441.79	26					hov. Jivis Farg	lew lew CCT
262 - Starting Till Cash 396.08	-					4	Fven N N N N N N N N N N N N N N N N N N N
PEPOS OF STREET			Cash		396.08	Wel	
							EPGE 40 UP 5 UP
						1	2550

Cash Ma	nagement Log
	DATE - 11510

		200		SAF	E COUN	T.				
NAME	OPEN:	in-J.	MID 15	w	MID 2:		MID 3:		CLOSE:)	Ngio
SAFE COUNT	START	END	START (END	START	END	START	END	START	EMD
TIME	54M	17:00	121,00	4/20					4500	11:50
\$0.01	9	17	9	174					112	1//
\$0.05	ir	170	120	70					Z-0	196
\$0.10	15	15	13	1. 50					50	45
\$0.25	110	120	Ni	190					190	160
\$1.00	110	94	94	44					94	75
\$2.00	Ø	1.10	0						<u> </u>	
\$5.00	1095	910	910	1435					1435	1215
\$10.00	100		E,	1 5					0	
\$20.00	160	-0	المراجاء	0					0	280
OTHER \$'s	Q	64.0	610	1800					12	0
Total Change Fund	1500	Nico	110	1801					A2718	
# Tills/Total \$	4100	.05	10	100 A	H				Act	4/20
# Till Drops	"Ø	7_	7	10	<u> </u>				TU	JU
Cust. Recov. Cert.	0	Ø	0	9				1	1_7	
P-Card	Ø/N	Ø7/N	(Y/N	(A)\N	, Y/N	Y/N	Y/N	Y/N	(Y) N	YN
# Tip Bags	10	5	5	171		<u>L</u>			<u> </u>	(U
Comments:	(٠,					

S. 1	Report Store Operating Funds
Signature:	\$ Amount Entered:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet:

<u>.</u>	DEPOSIT	INFORMATION	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Deposit Pred lands		Deposit to Banky
Cash Controller	(1//2	Taken By Cash Controller:	
Preparing Deposit:		Date to Bank:	1/9/10
Start Time:	110:10	Time to Bank:	2/2
Deposit Bag #:	1 700 100 702	Deposit Bag #:	129015 for
Deposit Witness:	/(L) /(L)	Banking Witness:	nue a
Deposit \$:	(+4981) Co -	Bank Validated \$:	1749826
Completion Time:	12 43	Bank Validation Time:	, , , , , , , , , , , , , , , , , , , ,
Change Order \$:	12 0 1690	Change \$ Received:	as 640
Comments:	100/50/10/4.	Comments:	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,

^{*}Oeposit Witness confirms that or initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

Store Manager:	D.Salv
Date:	11510
Partner Name:	Bruar C
Register ID	nod - 60160
Over/Short \$:	(5:30)

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

(***) P	ARTNER	TIP DROP LOG	<u> </u>	<u> </u>
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
286576	DH	US118955	JR	139
1647960	ST	48118956	EB	12:05
7		(4(14,12,4		,01

DM VERIFICATION						
DM Signature:	Date Reviewed:					
Comments:						
	,					
	· · · · · · · · · · · · · · · · · · ·					

PARTNER #:	INITIALS:	
CC WITNESS (mandatory):	TIME:	
DROP BAG #'S:		

			STO	RE COM	MUNICAT	IONS			
, · · · ·	D4	4Y - Saturda		* .:	DATE -	11/6	110		1
1.3		<u> </u>	1	, y	_______				
			11					. /	!
		lie a	<u> </u>	rash	ougs,	Some is	were unto	ed	ا
		in the		rash	bihs-				
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						-			

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				tnta	1 Smo	rt \$2/	5.93		
<u> </u>					1-110				· 1
L	GISTER	1.TOP	S TILL	DROP LOG	REGI	STER 1 B	OTTOM	TILL	DROP LOG
حزي	PARTNER NAME	DROP BAG #	CC INITIALS	TIME	P.	ARTNER NAME	DROP BAG #	CC INITIALS	TIME
W	me-3	61 12556192	51	3:51	W	1nn-,69	12856188	ST	TOST
	· · ·								!
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133	PARTNER	DROP BAG #	CC 1017	DEGENE TIME	P	ARTNER	DROP BAG #	СС	TIME
ļ	NAME	13817587.190	INITIALS C1	10-48		NAME 7.79	17576186	INITIALS (1	[2:0:-
	Jassc., 3	13. 1.65) 6170		0.0			LE J WILLY		
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						DE			
RE	GISTER			DROP LOG	REG	STER "		TILL	DROP LOG
_	PARTNER NAME	DROP BAG #	CC	especial in the transfer of the B				ALS	
-	10	Name Deposit			ate alized				
	39	Grence						j '-	
-	75(Receptacle 263 - Starting Till	item Cash		Amount 6.69			-	i
	07	264 - Starting Till	Cash		296.06			! -	
Į.	29007569	265 - Starting Till	Cash		180.96		10 de		aproparec
	7	266 - Starting Till	Cash		1506.84			<u> </u>	TIME
		267 - Starting Till	Cash		273.04			_	
-		269 - Starting Till	Cash		425.27	-31/32	Control of the Control		
		_			 				
<u> </u>									

*	100			SAF	E COUN	T				
NAME	OPEN: M	Me	MID 1: 7		MID 2:		MID 3:		CLOSE: Sو	1903
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	10:30Am	2.150m	2:20/20	7:05					305	//:50
\$0.01	60	9	9	5					5	\$4
\$0.05	110	14	14	8			ļ		18_	8
\$0.10	45	35	35	5					5	5
\$0.25	160	140	140	70					70	30
\$1.00	75	79	19	69					69	國5
\$2.00	Ø	Ø	0	8		<u> </u>				
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\$10.00	Ø	(2)	8	50	<u> </u>				50	
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OTHER \$'s	8	0	8	Ø						
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# Tills/Total \$	10200	0	18						Het	9/20
# Till Drops	TL	6	6	8	<u> </u>				Tt	TIE
Cust. Recov. Cert.	[3]	31	31	31	<u> </u>				3231	E 31
P-Card	(Y)N	(Y'I)N	(Y)/N	(Y) N	Y/N	Y/N	Y/N	Y/N	Y)N	(Y)/N
# Tip Bags	17	10	X	8	<u> </u>		<u> </u>		T	10
Comments:										

基本, ^{企业企} 工作。	Report Store Operating Funds
Signature:	\$ Amount Entered:
Oighatare:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

		DEPOSIT INFORMATION	,	
	A 5 Deposit Prep		Deposit to Bank	
Cash Controller		Taken By Cash Controller:	Mone GI	DVQr.
Preparing Deposit:	Morre Glovor	Date to Bank:	11.000.10	
Start Time:	12 0000	Time to Bank:		1:15
Deposit Bag #:	1 2 2 2 2	Deposit Bag #:		·
Deposit Witness:	DISSES SOMMINGS	* Banking Witness	Mosar M	W. Morrison
Deposit \$:	21038.86	Bank Validated \$:		
Completion Time:	17:3/0000	Bank Validation Time:		
Change Order \$:	do	Change \$ Received:		
Comments:		Comments:		

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	1 1
Date:	1/2/
Partner Name:	J, 19/11
Register ID	0/19
Over/Short \$:	1//
Comments:	

Store Manager:	TILL AUDIT #2
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER#	ARTNER INITIALS:	TIP DROP LOG	WITNESS (mandatory):	TIME:
1643960	75	48118956	: EB	12'.05
		-	,	

	M VERIFICATION
DM Signature:	Date Reviewed:
Comments:	
ļ	

PARTNER TIP F	REMOVAL (weekly)	1
PARTNER #:	INITIALS:	
CC WITNESS (mandatory):	TIME:	
DROP BAG #'S:		
		_

*Witness on tip drop removals must be the scheduled cash controller.

STOR	RE COMMUNICATIONS
DAY-Sanday	DATE - [1/7/10
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0 f mode	red. I started 6:14 ended
r w	Nel Strited (offended
6, 17,	
	1941-(5,5)
REGISTER 1 TOP	DROP LOG REGISTER 1 BOTTOM TILL, DROP L
PARTNER DROP BAG # CC NAME INITIALS	PROPLOG REGISTER 1 BOTTOW TILL, DROP L TIME PARTNER DROP BAG # CC TIME NAME INITIALS
1700 12556184 51 3	3:70 82000
Sergio 180 [2556/76 17 17	7:05
,	Amber (4 10.93)
	/
EGSHERW10P	RECENTER EQUITORS
PARTNER DROP BAG # CC	TIME PARTNER DROP BAG # CC TIME
NAME 40.3 (2556/82 St (NAME (178) INITIALS (05) Himberty 11 (755 G/83 SC 7:30
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— Vachovia Bank	
A Division of \(\) Wells Fardo Bank, N.A. Ninth Avenue & 15th Street	
NITTH Avenue & 15th Street.	REGISTER 3 BOTTOM
DEPOSIT TO ACCT# 2xxxxxxxx4379	200
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271 - Starting Till Cash	1384.39
PA 271 - Starting Till Cash	-1384.39 WE INITIALS
271 - Starting Till Cash 272 - Starting Till Cash	1384.39 INITIALS 463.82
272 - Starting Till Cash	395.66

Cash Management Log
DAY-Sunday DATE-11 17 110

		1		SAF	E COUN	T Carrie	* * * * * *		* }	
NAME	OPEN:DE	nnié	MID 1:		MID 2:		MID 3:		CLOSE: S	evens
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	(3)	30						1	3.00	11:50
\$0.01	J								U	
\$0.05	X	8							1	7
\$0.10	Ω	5							15	10
\$0.25	30	30							30	7
\$1.00	_don_	45							UT	18
\$2.00										1-10
\$5.00		0.00							510	\$ 317
\$10.00	0									#20
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OTHER \$'s) 🎉										
Total Change Fund	180 Z	1802							1807	1800
	46200								Acst	4(200
# Till Drops 🔌	新国建	2 77							ナし	40
Cust. Recov. Cert.		31	·						31	31
P-Card	(A),M,	(9)/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	(Y) N	(A) N
# Tip Bags	877	40						1	TC	70
Comments:	· ···									

\$ 100 mg	Report Store Operating Funds	30.00
Signature:	\$ Amount Ente	red:

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

		DEPOSIT INFORMATION	
	Deposit Prep		Deposit to Bank
Cash Controller	•	Taken By Cash Controller:	Dubes.
Preparing Deposit:	DJubs	Date to Bank:	11.7.10
Start Time:	11:29 A.	Time to Bank:	11/3/10
Deposit Bag #:	12900756860	Deposit Bag #:	12900756860
Deposit Witness:	B (MOME)	Banking Witness:	Monto
Deposit \$:	2479,68	Bank Validated \$:	2479.68
Completion Time:	1215 p	Bank Validation Time:	PHI
Change Order \$:	NIA	Change \$ Received:	(f)
Comments:		Comments:	

^{*}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	MALI
Partner Name:	1000
Register ID	
Over/Short \$:	19/1/2
Comments:	70

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

P/	ARTNER	TIP DROP LOG		
PARTNER#	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1643960	ST	4811 8958	JR	12:65
		·		,

	OM VERIFICATION
DM Signature:	Date Reviewed:
Comments:	

PARTNER #:	INITIALS:	
CC WITNESS (mandatory):	TIME:	
DROP BAG #'S:		
4		

"Witness on tip drop removals must be the scheduled cash controller

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- · Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- · Paid Out brought drawer below opening funds.
- · Register partner dropped funds in wrong drop box.

Solution:

- 1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
- 2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.
- 4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

- Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
- 2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
- 3. Record removal offunds (\$ amount and Register ID (#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- 2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
- 4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- 1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
- 2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

- Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
- Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

- · Till drop not recorded when a drawer overage was found and dropped.
- · Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

- 1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

- If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
- 4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
- 5. After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- . A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- · An error was made when counting funds.

Solution:

- 1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
- 2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
- 3. Adjust deposit total to match actual funds on hand and accept deposit.
- Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.

Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

- 1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- 2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- 4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Use Till Count Procedure (Cash Controller):

- Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- Count down combined funds from till and drop box using cash scale in cash calculator mode.
- Remove funds in excess of opening fund amount, leaving opening fund amount in till.
- Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe. Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

- 1. Record CC initials and start or end count time on the Safe Count Log.
- 2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- Record deposit \$, deposit bag # and completion time.
- Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

- Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
- Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
- Secure till with verified opening fund in POS drawer or safe.
- Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

I. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"

- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- 1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- Record date on tip drop bag.
 - Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- Secure tip drop bag in inner compartment of safe, behind door 2.
- Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

- Remove tip drop bags from inner compartment of safe (cash controller).
- Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- Record CC initials as Witness and time.
- Transfer tip drop bags to partner processing tips.
- Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

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	·	Cash	408.8		9	<u> </u>		
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Wachovia Bank A Pivision of Wells Farso Bank, N.A. Ninth Avenue & 15th Street New York

DEPOSIT TO ACCT# 2xxxxxxxx4379
AMOUNT \$1,957.19

Cash In \$1,957.19 11/09/10 00192 0051 \$ 0000044

Time: 12:28 PM

Calendar Date: 11/09/10 Deposit Effective Date: 11/09/10

Thank You For Your Business

	DATE 11	5/10	
	DEPO	SIT TICKET	
	<u> 191</u>	DOLLARS	CENTS
,	ÇÜRRENCY	1457	.00
	COIN		19
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STARBUCKS C STORE #7255 8TH & 16TH	3		
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Cash Management Log
DAY-Monday DATE - 11 18 110

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SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5 _{Am}	llam	llam	4:00					4:0700	10:40
\$0.01	Ø	Ø	\cup	15					15	10
\$0.05	2	2	2_	20					20	12
\$0.10	Ø	Ø	0	90					40	13
\$0.25	Ø	Ø	0	70					70	10
\$1.00	48	8	8	160					160	163
\$2.00	Ø	Ø	\circ	Ø					8	153
\$5.00	350	225	225	870					820	805
\$10.00	20	20	20	Ø					00	20
\$20.00	1320	520	1520	620					670	720
OTHER \$'s	800	Ø	0	450					1/50	1/50
Total Change Fund		ms	1775	1795					1795	1795
# Tills/Total \$	40200	Ø	0	Ø					18	0
# Till Drops	TL_			Ø					8	0
Cust. Recov. Cert.	31	3]	31	31					01	
P-Card	(Ŷ)N	(Y) N	⊗ N	⊘ /N	Y/N	Y/N	Y/N	Y/N	(Y)/ N	(Y)/ N
# Tip Bags	17	9	9	Ø					8	8
Comments:				short					5\$	Shalt

			Report Store Operatin	g Funds	
1	Signature:	,		\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DEPOSIT	INFORMATION	
	: DeposiaPreprima		«Deposit/fo Banka
Cash Controller	110.1	Taken By Cash Controller:	tellerios
Preparing Deposit:) Utubia	Date to Bank:	11/9/10
Start Time:	11:45	Time to Bank:	12:15
Deposit Bag #:	12900 +5679	Deposit Bag #:	1290075678
(PepositiWiness)		Banking Witness	
Deposit \$:	1957.19	Bank Validated \$:	195 7,19
Completion Time:	12:14	Bank Validation Time:	12:14
Change Order \$:	1900	Change \$ Received:	1400
Comments:		Comments:	

^{*}Deposit Witness confirms that cc initials, completion time, doposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Store Manager:	
Date:	
Partner Name:	
Register ID	,
Over/Short \$:	

Store Manager:	TILL AUDIT #3
Date:	
Partner Name:	
Register ID	ř.
Over/Short \$:	

2007 R	ARTNER	TIP DROP LOG		
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
286516	DH	48118959	NS	4:0
194624	13	48118961	V.C.	17:00
	_			•
	1 3			

•	DM VERIFI	CATION
	DM Signature:	Date Reviewed:
	Comments:	

PARTNER	TIP REM	OVAL (w	eekly)
PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #'S:			•

T:	STORE COM	MUNICATIONS DATE -		
		A PROPERTY OF THE PARTY OF THE		
Pretty	good Cl	ose. Nothing	2 to	Rejort
			V	
		· · · · · · · · · · · · · · · · · · ·		
REGISTER 1 TOP PARTINER COROLBAGE NAME	TILL DROP LOG	REGISTER 1	BOTTOM # NDROP BAG#	TILL DROP LO
125901 125901 1255615		Seot		
REGISHER 2110P	LILL DROP LOG	REGISTER	BOLTOM	TILLIDROPILO
PARTNER DROP BAG #	CC TIME:	PARTNER NAME		CC TIME INITIALS
505X 1256/54	75 12:00AV	Mone's	12556162	DH 1m
REGISTER 3 TOP	TILL DROP LOG	REGISTER 3	BOTTOM DROP BAG #	TILL DROP LOC CC TIME INITIALS
Name Deposit	State Opened	Current Balance 2541.07		INTIACO
Receptacle Item 282 - Starting Till Cash	Amount 509.61	,		
283 - Starting Till Cash 284 - Starting Till Cash	290.18	<u></u>		NA NASARA MANAGANA M
284 - Starting Till Cash 285 - Starting Till Cash	301.36 296.91	29007566	DROP BAG#	THE DROP LOC CC TIME INITIALS
287 - Starting Till Cash	993.26	07	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	
744 Stadion Till Cash	149.75	566		
		-		

Wachovia Bank A Division of Wells Farao Bank, N.A. Ninth Avenue & 15th Street New York

DEPOSIT TO ACCT# 2xxxxxxxx4379 AMOUNT \$2,541.07 Cash In \$2,541.07

11/09/10 | 00192 | 0081 | # 0000046

Time: 12:31 PM

Calendar Date: 11/09/10 Deposit Effective Date: 11/09/10

Thank You For Your Business

	J.		
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	w.i		
<i>Y</i>	σĀτε <u> ί</u>	1.4	
* " 5 - 0	DEPO	SIT TICKET	·
	3	00LUARS	CENTS
2	GURRENCY	153	4
ဗ လို့လ	COIN CHECKS LIST EACH SEPARATELY	11	107
± CA Ø R	CHECKS SEPARATELY		
STARBUCK STORE #72 8TH & 16TH	2		
STARBUCKS COF- STORE #7255 8TH & 16TH II ? 2 5 5 III	3	- <u></u>	
- S	5		+
:0FFEE coのをある AMOU 9192 1178 1178	6	•	†·····
E C	7		
т — 8 10 2	8,		
40 5.	9		
ਜ਼ੈ \ਨੂੰ _ਨ ਵੱ ੪	10		
2 P	14		1
T&	13		
	14		
	15		and the same of
codemocit TOMACCUM BANKXXXXXX4379 AMOUNT \$2,541.07 00192 0061 \$0000046 11/09/10 12:31 PH (新) Oate: 11/09/10	-17		
te:	19		
\$2,541.07 \$2,541.07 11,09,10 DOBE 4 37	DEPOSIT PREP	ARED	
41.	BY	<u>Lilia</u>	
37, 07	BY SIT YERI	FIED	- 1
, q	PRINT NAME	· 	
=	Line	1 >27	
* ()	DEPOSIT BAG		
	12905	15661	211
#.	TOTAL A		
***	DI EASE DE CUDE AU TE	MS ARE PROPERLY E	NDOASED
:	LEASE OF SOME ALC HE		
1 12	WIND AND	E 70	0 !
₹ 5 6.	P. SANANA	TOTAL	RDALT
*_	E E E E E E E E E E E E E E E E E E E	<u> </u>	R R R R
	4 25 25 25 25 25 25 25 25 25 25 25 25 25	j	EORDER 888-750-4 EFERENC #ZS7D1
·~	COECKS WAS OTHER TELLS ARE TERMS WAS OTHER TELLS ARE TERMS WAS OTHER WAS NOT THE WALLAGE FOR SMEEDATE WITHORAWALL HITHORAWALL HITHORAWALL A. B.		TO REORDER CALL 7.888.750.4545 AND REFERENCE ORDER #Z57D1714
2541.07	백라고관숙리였	لسلسا	45 714
7	DEPOSIT TIC	KET	, d
an tag and a state of the state			

				SAF	E COUN	T				
NAME	OPEN: M	MÍ	MID 1: TX	maei	MID 2:		MID 3:		CLOSE: ~	iem
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME		715A	7'5A	90					4:08	11:0774
\$0.01	10	10	10	20					20	10
\$0.05	12	12	12	32					32	724
\$0.10	15	15	15	05					65	35
\$0.25	10	2	10	190					190	100
\$1.00	153	153	153	43					43	96
\$2.00	9 SS Ø	0	0.	Ø					Or	8
\$5.00	Ž05	805	805	1160					1160	11.50
\$10.00	20	20	20	110					110	68
\$20.00	720	720	720	180					180	240
OTHER \$'s	50	50	50	0					TØ	8
Total Change Fund		0	1795	1800					1800	1800
# Tills/Total \$	1795	1795		0					8	4/200
# Till Drops	1	TL	TL	12					8	10
Cust. Recov. Cert.	26	20	26	26					26	,
P-Card	YN	(Ý)/ N	(∑ /N	(Ý)/N	Y/N	Y/N	Y/N	Y/N	(Y) N	Ø/N
# Tip Bags	Ĭ	17	12	12					0	Ø
Comments:	\$5 <i>3</i> n	of-	Slvort	\$5.						

	Report Store Operating Funds	*
Signature:	\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

DEPOS	SIT INFORMATION
STOCKER STOCKERS	Sign of the state of the second of the secon
Cash Controller	Taken By Cash Controller: D. Du De
Preparing Deposit:	Date to Bank: 11.9.10
Start Time: 11, 22 . 1	Time to Bank: 12,10
Deposit Bag #: 1290075600	Deposit Bag #: 1290075 000
A Depositivulness: (MEXXVII)	Backing-Witness A Land
Deposit \$: 4 254 .01	Bank Validated \$: 25 4 1.67
Completion Time: 11, 40A	Bank Validation Time: 12:31
Change Order \$: SUC	Change \$ Received: 8(00)
Comments:	Comments:

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

^{**}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

	PARTNER	TILL AUDIT #1
~~	Store Manager:	
44	Date:	
	Partner Name:	
L-19	Register ID	
	Over/Short \$:	
	Comments:	
3	1	

PARTNER	TILL AUDIT #2
Store Manager:	· · · · · · · · · · · · · · · · · · ·
Date:	
Partner Name:	
Register ID	
Over/Short \$:	;
Comments:	*

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

[***]	P	ARTNER	TIP DROP LOG		
FPQ 1009	TPARTNER#	INITIALS	P DROPBIG#	:WITNESS (mandatory)	TIME
iz-iJ	28656	DIA	4811.8960	FD.	13%
69 6	1144024-	5	48118962	V5.	12:004
P5					
9.4 02		 			
64 63		 		814	·
Fii 23					

	VERIFICATION:
DM Signature:	Date Reviewed:
Comments:	- *

PARTNER	TIP REMOVAL (weekly)
PARTNER#	INT(ALS:
CC WITNESS (mandatory):	A TIMES
DROP BAG #'S:	
	<i>*</i>
	Z Z
	. , ,
Witness on tip drop removal:	s must be the scheduled cash controller.

STORE	COMMUNICATIONS
DAY -	DATE -
DAT	
Variable Class	SP INDS the Funnest Close
Tonight Clos	of the twines are
Every 1 got to	S WORK WITH WIGHT PUT GRAMMING
Staft the cont	tive shift upot. It made the
night run fur.	. Other than that the night
US COOL HON	Close Was good
	Tierra ()
	1.4m S
	7014,1-
REGISTER 1 TOP TILL DROP	PLOG REGISTER 1 BOTTOM TILL DROP LOG
PARTNER SEE DROBLEAGH AND AUGUSTALISM	PARTNER ADROPBAG# CC TIME
DAW 510121195218	E David 1255 6100 ST 1137
- M - / O	
4 400-00-00-00-00-00-00-00-00-00-00-00-00-	
REGISTER 2 TOP TILL DRO	I I I I I I I I I I I I I I I I I I I
PARTNER CO INJUNE INJUN	PARTNER BORDP BAG# CC TIME
1 1 Lason 7 17/10	10 Japlu 1150892 ()
E 100 1755 GT44 ST 12:	105
300	Snown below are the Barriero was a same of the B
	DEPOSIT TO ACCT# 2××××××××4379
	0092 9029 Cal Date: 11 1/2/
REGISTER 3 TOP TILL DRO	MINESS 11/2/21 PERFO. SOF COO
PARTNER DROBBAGE CC NITTALS INITIALS	kg Rev 01)
V) LI IVAIT	To the state of th
300 Depo	
Reference	2507 37
Receptacle	Item
289 - Starting Till	Cash 275.bg Reason
290 - Starting Till	Cash 684.84
PART CY 291 - Starting Till	Cash 1046.92
293 - Starting Till	Cash 157.86
294 - Starting Till	Cash 342.20
	_

Cash Management Log
DAY- Wadnesday DATE - 11 / 10 / 10

2			3.4	SAF	E COUN	T		1	;	
NAME	OPEN: DO	nue	MID 1: TON	orical	MID 2:		MID 3:		CLOSE: 5	4218
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5A	125	1215	3:15					54195	11:50
\$0.01	15	15	15	15					15	12
\$0.05	24	25	24	20					20	10
\$0.10	35	35	.35	38					30	20
\$0.25	100	100	100	70					76	20
\$1.00	900	56	.56	US					115	119
\$2.00	0	0	0		İ					
\$5.00	1110	1010	1010	1000					1000	1000
\$10.00	100	160	740	130					130	150
\$20.00	260	400	400	USA					420	460
OTHER \$'s	0	\mathcal{U}	0	0					(2)	
Total Change Fund	1800	1800	1800	1800					1500	1800
# Tills/Total \$	40200	Q	0	20Ac					Act	4/755
# Till Drops	77	5	5	70			<u> </u>		TC	ŤÜ
Cust. Recov. Cert.	20	26	26	76			<u> </u>		26	26
P-Card	(Ø) N	Ø)N	(Ŷ)N	(Y)/N	Y/N	Y/N	Y/N	Y/N	Ø N	(V) N
# Tip Bags	TL	13	<u>س</u>	90				1	10	70
Comments:										

.	3 (1944-1977)	Report Store Operating Funds
-	Signature:	1 · · · · · · · · · · · · · · · · · · ·

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

N. 3	DEPOSIT	INFORMATION	
	Car Danosir Prep		Denosiclo Bank
Cash Controller		Taken By Cash Controller:	
Preparing Deposit:	(D)	Date to Bank:	11/0/10
Start Time:	2011	Time to Bank:	3014
Deposit Bag #:	1290075-652	Deposit Bag #:	2970-75652
S Deposit Wilness		Bapking Wilness	PRIVATE STATE OF THE STATE OF T
Deposit \$:	250737	Bank Validated \$:	7507.57
Completion Time:	16	Bank Validation Time:	
Change Order \$:		Change \$ Received:	A)
Comments:		Comments:	

^{*}Deposit Witness confirms that cc tritials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

^{*}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

Store Manager:	TILL AUDIT #1
Date:	••• •• •
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER #	INITIALS:	TIP DROP LOG	MITNESS2. (mandaloký):	TIME
1490324	NS	48118963	MIN	Z
1/43960	SY	48189 64	700	13505
	, v		VI	VO
			5 7 188	

DM Signature:	 Date Review	ed:	
Comments:	 		

PARTI	VER TIP REM	IOVAL (w	reekly)
PARTNER#	286576	INITIALS:	₽₩
CC WITNESS (ma		TIME:	1218
DROP BAG #S: TBYB1	18953 18957 18956 8955,	TBUSII	89 <i>5</i> 9 9 129

*Witness on tip drop removals must be the scheduled cash controller

	(Accept		ST	ORE COM	MUNIÇA	Control of the Contro		a angang pang	
	DAY				DATE -				
				·				· · · · · · · · · · · · · · · · · · ·	
						- 1			
									··
	-								· · · · · · · · · · · · · · · · · · ·
									
			VII. VII.						
						_			
			 						
REGIST	ER 17	OP		L DROP LOG	REGI	STER 1	BOTTOM		L DROP LOC
Hum	MD GV	A CARROLL STREET	INITIALS	17.12	7 701/	NAME - 7.7	12556140	INITIALS	6:00
1,00			100	142	I BUT	<u></u>	7 7 5 4 7 0	1.7.3	10,00
				-	,.	·····			<u> </u>
						,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
REGIST	a a so sa	OB STATE		Entertained and a		STEEL WAY	YOUR	278252162525	10.76 P. C. E. S. C.
PART	NER	DROP(BAG.#	CC .	LDROP FOG	3-1 PA	RTMER	OPPOPBAG#	cc	TIME
Rutul	v . TV	1255614	INITIALS	1100	Jes	0.77	12556134	INITIALS	12:00/L
						1+000	-		
					da	-14.23	(),		
					-				
RI	0	UB -	TIL	L DROP LOG	REGIS	STER 3 E	OTTOM	TIGO	DROP LOG
*	·n .	Name			E RANGE	RENER TO	/DROP BAG #	- CC INITIALS	TIME
<u>ਰ</u> .	4	Deposit		State Opened			\$ [10] X tox	12 (12.11)	Malia Leip.
	56	tacle Ife				<u>-</u>		al town	
	29007564	carting Till Cas		Amo ւ 364.		i	Wachovia Ba	ink of	
jang	90	carting Till Cas		356.	82	Nintl	Avenue & 15t	k, N.A.	ist.
	7	starting Till Casi		` 689.5 1042.8	15		7631 K		
		starting Till Cash	1	72.9	137	DEPOSIT AMOUNT	TO AGGT# 2xxxx	××××4270	
-		otarting Till Cash		-72.9	1 Section	Francisco	\$2,530,01	~) 33H * H I	
		Starting IIII Cash	ŀ	75.91	' 1		The There Bare white	ANGEST OF THE PARTY OF THE PART	
				Α,	1			1	

-4.02

Cash Management Log
DAY-Thursday DATE - 11 11110

				SAF	É COUN	T . ,	, , , , , , , , , , , , , , , , , , , 			
NAME	OPEN: !YY	200	MID 1;		MID 2:	T.3	MID 3:		101.005	يندنج
SAFE COUNT	START	END	MID 1: 61	END	START	END	START	END	CLOSE:	1com
TIME	bem	1:20m		11.00	STAICI	LIVE	START	IEND		END
\$0.01	13	11	1200	1/20	 	 	 		4:0724	11:9020
\$0.05	B	10	1 (2	13		<u> </u>	 	+	1-4-	8
\$0.10	20	15	15	ğ			1	 	\$	2
\$0.25	20	10	13	B		1	-		8	D
\$1.00	119	93	95	81					87	27
\$2.00	Ø	Ø	N.	0		<u> </u>	<u> </u>		Ø	8
\$5.00	1000	900	900	810					810	600
\$10.00	150	150	KO	150					150	140
\$20.00	460	600	600	11/0					740	1040
OTHER \$'s	0	Ø_	10	Ø					D	Ø
Total Change Fund	_~~	1300	(80V	1870					1800	
# Tills/Total \$	4@200	Ø	8	8					Ø	D
# Till Drops	1	<u>'5</u>		8				<u> </u>	8	25
Cust. Recov. Cert,	22	22	22	27			<u> </u>		122	22
P-Card	Y (N)	(Y) N	(Y) N	(P) N	Y/N	Y/N	Y/N	Y/N	(A) N	Ø/ N
# Tip Bags	1	4	-4	Ø		<u></u>			0	_0
Comments:			1	·						
-										

Signature:		\$ Amount Entere	ed:
	Attach validated deposit slip/d	courier slip and deposit bag receipt	to this sheet
1	DEP	OSIT INFORMATION	
/	Beposit French	TO THE PERSON NAMED IN COLUMN TO PERSON	Ø6 Berk st. at 1 st. at 1 st.
Cash Controller	7.7// >	Taken By Cash Controller:	_
Preparing Deposit:		Date to Bank:	1111110
Start Time:	1:30	Time to Bank:	ZPM.
Deposit Bag #:	17,400,756,45	Deposit Bag #: 17_9	nu75645
Depositivitiess	11165/03/2010 (A. 1999)	Banking Wilness 12 4 V	ATO A DEPOSITO NO SERVICIO
Deposit \$:	2530,01	Bank Validated \$: 25°	10,0
Completion Time:	BOM	Bank Validation Time:	

Comments:

Change \$ Received:

[&]quot;Banking Witness confirms that the cc initials, date and time of cc departure to bank and scaled bag # are accurate and recorded in the Oeposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

Change Order \$:

Comments:

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	1
Register ID	
Over/Short \$:	
Comments:	

P	ARTNER	TIP DROP LOG		
PARTNER#	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
19404	13/	48118965	JIL	6:00,74
194029	73	48118966	175	12:0011
١.				

D	M VERIFICATION
DM Signature:	Date Reviewed:
Comments:	
}	
Ì	

PARTNER #:	INITIALS:	
CC WITNESS (mandatory):	TIME:	1.4.
DROP BAG #'S:		

^{*}Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

STORE COM	MUNICATIONS	
DAY-Friday	DATE - 11 · 12 · 10	
1160		
240-Q 100-B 20-N 10-P		
100-9		
20-N		
10-P		
370		
370 790 53		
REGISTER 1 TOP TILL DROP LOG	REGISTER 1 BOTTOM TILL	DROP LOG
PARTNER STORE AND ACCUMENTALS INITIALS	PARTNER PROPISES # CCC12.	TIME
JOX 145 1255674 TS 4:43		4:36
		
·		
REGISTER 2 TOP	Production Company and the Company of the Company o	Ortop koje,
PARTNER DOROP BAG# CC TIME INDICALS	NAME (O () INITIALS	TIME
Mary 1 19 100 10 10 10 10 10 10 10 10 10 10 10 10	KAMAN / /102922 (2)	of h
They result at to the	JESSE 95 12556007 15	1 cases
DECISIES A TOP	PECISTED 2 POTTOM	
REGISTER 3 TOP TILL DROP LOG PARENER DROP BAG CO TIME NAME OF TALS	PARTNER DROPBAG# CC	DROP LOG
	The state of the s	<u> </u>
129007563	Vachovia Bank	
	Wells Fargo Bank, N.A. Ninth Avenue & 15th Street 7	31
	New York	
	Ď.	$Y \subseteq$
REGISTER 4 TOP THE DROPLOG	DEPOSIT TO ACCT# 2xxxxxxxxx4379 AMOUNT \$2.498.93	
PARTNER DROPBAG# CC TIME INITIALS	Rash Ia . \$2.498.93	

DAY-Thuisday DATE-11 112/10

	.			SAF	E COUN	T				
NAME	OPEN:	MĒ	MID 1:		MID 2:		MID 3:		CLOSE: /	iera
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME	5AM	11:10	1/11	4:08					4:10	11:00
\$0.01	5	15	15	15					15	8
\$0.05	9	20	26	17					12	18
\$0.10	Ø	Ø100	100	55					55	30
\$0.25		10240	240	139					130,	70
\$1.00	29	29	29	68			L		48	99
\$2.00	Ø	1290	6	Ø			ļ	<u> </u>	20	Ø
\$5.00	600	1290	1290	1296			<u> </u>		1290	1565
\$10.00	120	120	120	120		<u> </u>		<u> </u>	130	59
\$20.00	1060	0	0	120			<u> </u>		a tri	40
OTHER \$'s	0_	8	10	8		ļ			D	Ø
Total Change Fund		1820	isie	1800			<u> </u>		1820	18ZD
# Tills/Total \$	46200	0	0	Ø					X	4/200
# Till Drops	TL	Ø	10	0					Ø	10
Cust. Recov. Cert.	22	23	23	23			<u> </u>		23	23
P-Card	Y (Ñ)	(Y)N	₹)/ N	(Y)/ N	Y/N	Y/N	Y/N	Y/N	ΦĮΝ	Ø/N
# Tip Bags	11	5	5	10		<u></u>		<u> </u>	8	8
Comments:									1	Ver

_		Report Store Operating Funds	6. 35	
	Signature:	\$ Amount Entered:		

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

		DEPOSIT	INFORMATION		
	g DepositiPrep To ye) (18 7) (Fig.			Deposit to E	
Cash Controller	1/1/1		Taken By Cash Controller;	0.5	
Preparing Deposit:			Date to Bank:		11/12/18
Start Time:		1175	Time to Bank:	14/2	>-/6>
Deposit Bag #:	429 0015637		Deposit Bag #:	27900	15657
Deposit Witness,	INXIA DE		Banking/Witness		
Deposit \$:	7 / 19	98.93	Bank Validated \$:	7.499	. 93
Completion Time:	11,41		Bank Validation Time:		
Change Order \$:	11.00		Change \$ Received:	res	
Comments:			Comments:		

^{*}Doposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

DM Signature: Comments:

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

	PARTNER#	"initials:	DROP BAG #:	(mandatory):	TIME:
	[194029	B	481(8968	3	risk
					- X
\vdash				1	
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\vdash					2,

Date Reviewed:

PARTI	IER TIP,	REMOVAL (w	reekiy)
PARTNÉR #:		INITIALS:	
CC WITNESS (mai	ndatory):	TIME:	
DROP BAG #'S:			
Witness on tip droc	removals must b	e the scheduled cash contro	allat

	RE COMMUNICATIONS	3
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DAY -	DATE -	
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REGISTER 1 TOP TILL	ROPLOG REGISTER 1 B	OTTOM TILL DROP LOG
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NAME NAME NITIALS Sesse - 40 25 - 71.84	David-93	
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	Charles Company Compan	OTITOM III TILLIDROPLOS
PARTNER DROP BAG # CC	TIMË PARTNER NAME	DROP BAG # CC TIME
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1. Wheely 125564915	7.38	
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	REGISTER 3 B	OTTOW TILL DROP LOG
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Cash Management Log
DAY-Saturday DATE - 11 113 1 10

				SAF	E COUN	T	1			
NAME	OPEN: D	annie	MID 1:		MID 2:		MID 3:		CLOSE: T	inne
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\$10.00	200	200	7/20	200					605	11/02
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OTHER \$'s		O	1	8					8	N
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# Tills/Total \$	46200	7000	200	0					IA	X
# Till Drops	7	Ĺ	11	32					8	8
Cust. Recov. Cert.	23	23	23	23					7.23	23
P-Card	(P)N	(&) N	/ Y// N	Ø/N	Y/N	Y/N	Y/N	Y/N	(Y) N	Ø)N
#Tip Bags	T		\$	0					Ø	0
Comments:										7

Signatu	ire:		\$ Amou	int Entered:	
	Attach valida	ted deposit slip/courie	r slip and deposit bag	receipt to this sh	eet
		DEPOSIT	INFORMATION		1.
	iDeposit Brep	3		Depositionasis.	/
Cash Contri	oller		Taken By Cash Controller:		
Preparing Dep	osit:	_	Date to Bank:	/	11(8/9)
Start Ti	me:	130	Time to Bank:	2m	
Deposit Ba	9# 14100 75	629	Deposit Bag #:	7129 0070	5029
Deposit With		大小学生	Polis . Banking Witnessn	TO ALLEGATION	
. Depos	it \$:	~ 71082:77	Bank Validated \$:	26	\$2.77
Completion Ti	me: 2'	K	Bank Validation Time:		
Change Orde	r \$:	0	Change \$ Received:		
Comments:			Comments:	$\overline{\mathcal{O}}$	

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	
I .	

Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER#	INITIALS;	DROP BAG #:	(mandatory):	TIME:
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Date Reviewed:

PARTNER	TIP REM	OVAL (w	eekly)
PARTNER#:		INITIALS:	
CC WITNESS (mandatory):		TIME:	4
DROP BAG #'S:	I——————		
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DM Signature: Comments:

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Cash Management Log

DAY-Sunday DATE-11 114 110

			1 73.	SAF	E COUN	T	Marie Barrier		•	‡.2 ²
NAME	OPEN:T	mylie	MID 1:		MID 2:		MID 3:		CLOSE:	KVA
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\$10.00	210	210							210	710
\$20.00	380	4170							420	750
OTHER \$'s	0	0				1			0	0
Total Change Fund		1800							(CCR	1800
# Tills/Total \$	4@200	0							0	40200
# Till Drops	マーム	5							72	TL
Cust. Recov. Cert.	23	23							23	23
P-Card	Ø N	(Ø) N	Y/N	YIN	Y/N	Y/N	Y/N	Y/N	(Y)N	(Y) N
# Tip Bags	TZ	8							77_	7
Comments:										

		Report Store Operating Funds	
L	Signature:	\$ Amount Entered:	

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

	DE	POSIT INFORMATION	•
Deposit	Preprieta de la companya de la comp		I V Depositio Bank
Cash Controller	1 9	Taken By Cash Controller:	Durube >
Preparing Deposit:	upes	Date to Bank:	11.14.10
Start Time: 11 PW	1	Time to Bank:	1:(<
Deposit Bag #: 12GO	075603	Deposit Bag #:	1290075603
is Deposit Witness 1.12 PAVI	walk-seado-	a: Banking Witness:	The state of the s
Deposit \$: 223	39.93	Bank Validated \$:	7139.93
Completion Time: 11:10	YV	Bank Validation Time:	
Change Order \$:	7.0 F	Change \$ Received:	NA
Comments:		Comments:	
		L	

^{*}Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

PARTNER	TILL AUDIT #1
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER	TILL AUDIT #2
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	_
Comments:	

PARTNER	TILL AUDIT #3
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
		-		3.7
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Ko. 1517 1 1 1	DM V	VERIFICATION		11 (12)

PARTNER TIP RE	MOVAL (weekly)
PARTNER #:	INITIALS:
CC WITNESS (mandatory):	TIME:
DROP BAG #S:	
*Witness on tip drop removats must be the	scheduled cash controller.

CASH MANAGEMENT TROUBLESHOOTING

ISSUE: Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

- 1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
- 2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on Comments section of Safe Count Log.
- 4. The shortage in the change bank must be corrected when the deposit is prepared.

NEXT DAY:

- Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from
 the previous day to determine which Register ID was associated with the change bank shortage.
- Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
- 3. Record removal of funds (\$ amount and Register ID [#, Top/Bottom]) on the Comments section of the Deposit Prep Log.

ISSUE: Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

- 1. Using the cash scale in cash calculator mode return the till to opening fund.
- 2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
- 3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
- 4. Record till drop bag in the correct Till Drop section per normal.

NEXT DAY:

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MW S.

ISSUE: Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions. Solution:

- 1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
- 2. Make a note on the till drop bag that funds/sales media were pulled late.

ISSUE: There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

- Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
- 2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

ISSUE: "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS. Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- · Funds were discovered FOH and were dropped without documentation.

Solution:

- 1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
- If finds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
 - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

NOTE: If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

- If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the
 contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the
 MWS.
- If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
- 5. After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).

ISSUE: Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

- Recount consolidated deposit funds using the cash scale in cash calculator mode.
- 2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
- 3. Adjust deposit total to match actual funds on hand and accept deposit.
- Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).

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Week 7 Nov 15 – 2

Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.

Store operating funds and tip funds must be secured at all times.

Till Drop Procedure (Cash Controller):

- 1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
- 2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
- 3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
- 4. Secure till drop bag in inner compartment of safe, behind door 2.

Final Usc Till Count Procedure (Cash Controller):

- 1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
- 2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
- 3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
- 4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
- 5. Secure till with verified opening fund in POS drawer or safe.

Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

- 1. Record CC initials and start or end count time on the Safe Count Log.
- Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

NOTE: Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

Deposit Log (Cash Controller):

NOTE: Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

Deposit Prep Section Procedure:

- 1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
- 2. Record deposit \$, deposit bag # and completion time.
- 3. Deposit Witness records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
- 4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

Deposit to Bank Section Procedure:

- Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the
 deposit is processed.
- Banking Witness records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
- Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

- 1. Follow steps 1-4 of Final Use Till Count.
- Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
- 3. Secure till with verified opening fund in POS drawer or safe.
- 4. Ensure over/short is recorded after deposit is prepared on following day.

Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

- 1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
- F1 to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
- 3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

- 1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
- 2. Record date on tip drop bag.
- 3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
- 4. Secure tip drop bag in inner compartment of safe, behind door 2.
- 5. Witness records their initials and time after verifying the tips have been secured in the safe.

Tip Drop Removal Procedure

- Remove tip drop bags from inner compartment of safe (cash controller)
- 2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
- 3. Record CC initials as Witness and time.
 - Transfer tip drop bags to partner processing tips.
- 5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

STORE COMMUNICATIONS									
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756	Name Deposit			State	11/16/10	00192	0058	# 0000011	Ŋ-
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